

## ***JOB ANNOUNCEMENT***

**POSITION TITLE:** Deputy Court Clerk - Cashier  
**LOCATION:** 3<sup>RD</sup> District Court  
**HIRING RANGE:** 29 - 35 /\$10.32 - \$12.14  
**TYPE OF POSITION:** Part-time with benefits (24 hrs/week)  
**CLOSING DATE:** December 20, 2005 at 5:00 p.m.

**DIRECT APPLICATIONS TO:** Human Resources  
450 South State St.  
P.O. Box 140241  
Salt Lake City, UT 84114  
(801) 578-3890 (phone)  
(801) 238-7814 (fax)

### **DUTIES:**

Under close supervision, performs legal work in preparation and processing of court cases, records and reports. Typical duties include, but are not limited to, the following:

- General Customer Service, filing new cases, receipting money including filing fees, payments for fines and fees, etc.
- Updating case records on court's computer system
- Pulling and refiling court documents and files
- Preparing and issuing orders, case dispositions, and maintaining records
- Performing in-court duties such as taking minutes, running recorder, etc.
- Typing judges' correspondence, decisions, and similar documents
- Performing follow-up work subsequent to court sessions

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or GED **plus** three years of: 1) higher education, or 2) clerical experience, or 3) customer service experience in an office setting, or 4) any combination of the above. Knowledge of office procedures, basic bookkeeping, grammar and spelling, keyboarding at 40 wpm and word processing skills are also required.

**APPLICATION INFORMATION:** Applications may be obtained from Dept of Workforce Services, the Administrative Office of the Courts, 450 S State, SLC, or from our website at: [www.utcourts.gov](http://www.utcourts.gov). **Verification of typing speed at 40 wpm from [www.typingtest.com](http://www.typingtest.com) or website of your choice must accompany application.**

*The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting unlawful discrimination, and provide reasonable accommodation to disabled individuals as required by the ADA.*